



UMEÅ UNIVERSITY

Nomination instructions Umeå University

Autumn semester 2023 and full academic year 2023/2024

Umeå University (Sweden) will open the nomination- and application round for the autumn semester (August–January) and full academic year (August – June) on 1 March.

Nomination deadline: 3 April

Application deadline: 17 April

Late applications will not be accepted. If students cannot meet our deadline, they should consider deferring their stay to the following semester (spring semester 2024).

Nomination instructions

Umeå University asks all nominations of incoming exchange students to be submitted online by the student's exchange coordinator at the home university. Applications will only be considered if the student(s) have been nominated online.

Nomination deadline: 3 April

Nominations submitted in this application round are strictly for the autumn semester 2023 and full year 2023/2024. Please nominate student on "Autumn 2023" or "Full academic year 2023-2024". **Only select "Other" if the student will apply for a very short period of exchange.**

Nominations for the spring semester 2024 should be submitted when we open the next application round in September.

Umeå University does not require students to submit any English Proficiency test. However, make sure to nominate students who have sufficient knowledge in English, both oral and written, so they are able to succeed in their courses.

When you have submitted the nominations through our system Solemove, an e-mail with detailed application instructions will be sent to the nominated student(s). Kindly add the e-mail address solemove@solenovo.fi as a safe sender to ensure that you receive e-mails sent.

Make sure that your students finalize their nomination in Solemove to be able to apply for courses.

Please note that the nomination instructions are for partner use only.



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You will find the nomination instructions via the following link:

<https://manual.its.umu.se/en/nomination-instructions-for-partner-universities/>

Application procedure

A nomination e-mail with application instructions will automatically be sent to the student's e-mail once the nomination is submitted. The nomination e-mail contains a unique link to courses offered in English to exchange students.

The students can apply to all courses offered in the course list for exchange students as long as they fulfil the required knowledge.

If your students are going to apply for courses instructed in Swedish, please ask them to contact us at incoming.io@umu.se as soon as possible and well in advance of the application deadline.

The following must be considered before the course application is submitted:

- *Courses should only be selected from the course web page for exchange students*

When the nomination has been submitted, your student will receive an e-mail with application instructions and a unique link to the course web page for exchange students. It is important that your students **only** select courses using the unique link. If the selection is made directly at universityadmissions.se, rather than using the unique link, that application will be deleted.

- *Courses should not clash!*

According to the Swedish study system full-time courses (100 % tempo) are taken one at a time rather than parallel. Therefore, it is important to carefully check the start and end dates for each course. More information about the study duration can be found on the course web page.

General study model

Alternative 1	Course 1, 7.5 ECTS	Course 2, 7.5 ECTS	Course 3, 7.5 ECTS	Course 4, 7.5 ECTS
Alternative 2	Course 1, 15.0 ECTS		Course 2, 15.0 ECTS	
Alternative 3	Course 1, 30.0 ECTS			
Alternative 4	Course 1, 7.5 ECTS	Course 2, 7.5 ECTS	Course 3, 15.0 ECTS	
Alternative 5	Course 1, 15.0 ECTS		Course 2, 7.5 ECTS	Course 3, 7.5 ECTS



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- *Course changes are very restricted*

Note that course selection will be fixed and binding after the application deadline, so it is important to select courses carefully. We have no add/drop period and course changes after the deadline are very restricted.

- *Course requirements*

The specific requirements and the study duration for each course is stated on the course web page and are found by clicking on the course name in the list of courses. **The requirements are not just a recommendation; it is necessary to fulfil them.**

- *The course selection must be approved by the home university*

Please make sure to approve the selected courses before the application is submitted.

- *30 ECTS per term is considered full-time studies*

The number of credits a student can be admitted to is restricted to 30 ECTS per term, which equals full-time studies. Students who require a residence permit must be admitted to 30 ECTS.

Note that a student cannot get a residence permit for distance learning studies.

If students are admitted to 30 ECTS the exceeding courses that the student has applied for will be dropped, with the exemption of Swedish for International Students, Beginner's Courses I, II or III. These courses can be selected in addition to the 30 ECTS in other subjects.

- *Courses must be listed in order of preference*

It is possible to select a maximum of eight courses from the course web page. Since the restriction is 30 ECTS per term it is important that the student lists all courses in order of preference.

Overview of the nomination and application process

1. Coordinator submits the student's nomination during the nomination period.
2. Student receives an e-mail from Solemove with instructions about completing nomination information in Solemove. **Please remind students to check their email, including the spam folder, regularly.**
3. Student completes nomination information in Solemove.



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4. Student receives an e-mail from Solemove with instructions on how to apply for courses.
5. Notification of Selection Result (admission result) will be published in late May for the autumn semester and mid-November for the spring semester.

Accommodation information

All exchange students can apply for accommodation through the Accommodation Service, but please note that Umeå University cannot guarantee housing. **Please inform your students** that information about how to apply for accommodation through the Accommodation Service can be found on the last page in their Notification of Selection Results.

More information about our student housing can be found here:
www.umu.se/en/education/accommodation/student-housing/

Any questions concerning housing should be addressed to housing@umu.se

Insurance

All exchange students are covered by an insurance policy, Student IN, covering necessary and reasonable costs for emergency health care and emergency dental care. The insurance also covers damage to property. Please note that the insurance amount is restricted exclusively for emergency dental care and property damage. Travel outside of Sweden is not included in the cover. For full details about the Student IN insurance please visit: www.kammarkollegiet.se/engelska/start/all-services/insurance-for-foreign-visitors/student-insurance/exchange-students-in-sweden

If the insurance is deemed not to be sufficient, students should get their own insurance policy.

EU/EEA citizens are required by the Swedish authorities to bring the European Health Insurance Card to Sweden. They are requested to contact their local National Health Insurance Institution for the required documents, before coming to Sweden.

Note: Exchange students, regardless of nationality, are strongly advised to have their own Health, Travel and Accident insurance policy.



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Arrival Day

Information about the arrival arrangements will be sent to students after the application deadline of 17 April.

Questions?

If you or your students have any questions, you can check our FAQ where you may find the answers you need: www.umu.se/en/education/exchange-students/frequently-asked-questions/

Important information can also be found in our International Student Guide: <https://www.umu.se/en/education/student-services--support/student-guide/>

On 9 February 2022, most Swedish national COVID measures were lifted. However, everyone must still stay at home and limit close contacts with others if they are ill and have symptoms that could be COVID-19. There are no longer any restrictions regarding visiting Umeå University or spending time in university premises. Staff and students are gradually returning to their regular activities. More information is found on the website of Public Health Agency of Sweden: <https://www.folkhalsomyndigheten.se/the-public-health-agency-of-sweden/communicable-disease-control/covid-19/how-to-protect-yourself-and-others-covid-19-recommendations/>

You are always welcome to contact us, should there be any further questions.

Best regards from International Office, Umeå University